



VETERANS SMALL BUSINESS SEMINAR

**Veterans Day Workshop
Peninsula Work Force Development Center
600 Butler Farm Road
Hampton, Virginia 23666
Date: January 27, 2004
8:00 am - 4:00 pm**

**\$10.00 Registration Fee (Lunch Included)
Register By January 23, 2004 - Pre-Payment Required**

To register for the seminar: Register for the seminar by contacting Ebony Purdie at (757) 865-3128 or purdie@tncc.vccs.edu.

8:00 AM – Registration

8:30 AM - Welcome: Anthony “Tony” L. Eiland, Director, Government Relations and Veteran Outreach National Veterans Business Development Corporation

9:00 AM & 1:10 PM - Workshop #1: Selling To The Federal Government/Surety Bond
Instructor: Octavia Turner & Judy Sayers
Steve Golia, President The Surety Source

9:00 AM & 1:10 PM - Workshop #2: IRS Employee TAX
Instructor: Pamela Anderson,
Senior Tax Specialist &
SB/SE Taxpayer Education &
Communication (TEC)

9:00 AM & 1:10 PM - Workshop #3: Researching and Writing an Effective Business Plan
Instructor: James Carroll. SBDC Director
Or Sheila Guilette

9:00 AM & 1:10 PM - Workshop #4: Personal Finance/Business Finance For a Business
Instructor: Michael Austin,
Resource Bank / Louisa Strayhorn
Technical Assistant & Susan Carlson
Loan Officer Associates Innovative Bank

10:20 AM & 2:30 PM Break

10:30 AM & 2:40 PM - Workshop #5: Veterans Administration / Veteran Cooperation
Instructor: Wade Binon & Tony Eiland

10:30 AM & 2:40 PM - Workshop #6: Legal Issues That Face Business Owners

Instructor: Lucy Davis District Counsel, SBA

10:30 AM & 2:40 PM - Workshop #7: Accounting & Recordkeeping for the Small Business

Instructor: Christine Smith, CPA, PC

10:30 AM & 2:40 PM - Workshop #8: Local Resources That Can Assist You

SCORE, CCDI, SBRC, Micro Lender ECT.

12:00 PM

Lunch

DESCRIPTION OF WORKSHOPS

Workshop #1: Selling to the Federal Government/ Surety Bond

This workshop explains Federal Government small business programs. It covers acquisition of goods and services and includes regulatory authority for procurement, identifying bidding opportunities, types of contracts and solicitation, subcontracting, qualifying to bid and benefits available for small/disadvantaged businesses.

Surety Bonds are required if you wish to perform federal and state contracts. Learn about this essential subject from an industry leader. "TSS" The surety Source, is a 24 X 7, paperless facility that specializes in starting contractors on bonding and increasing existing bonding programs. TSS specializes in the federal SBA Bonding Program.

Workshop # 2: IRS Employee TAX

Topic will be employment taxes and I will discuss employers' responsibilities for filing employment tax returns and paying federal taxes, trust fund issues related to employment taxes, electronic filing and paying of federal employment taxes, employee classification and how to process questionable Forms W-4.

Workshop #3: Researching and Writing an Effective Business Plan

Learn the importance of developing a comprehensive plan that communicates your goals and reflects the direction of your business. A simple step-by-step approach to writing a powerful and effective Business Plan.

Workshop #4: Personal Finance/Business Finance for a Business

Local bankers will discuss with you various loan products available at their bank and the SBA Loan Guarantee Programs. Learn what information you must provide to successfully obtain a loan for your business. Understand how your personal finances can impact your business finances.

Workshop #5: Veterans Administration and Veteran Outreach Program

The Veterans Entrepreneurship and Small Business Development Act of 1999, Public Law 106-50, establishes programs to assist Veteran and Service-Disabled business owners by focusing on Financial Assistance, Business Development Assistance, Management & Technical Assistance and Procurement Assistance. This workshop will provide information on all of these areas, with the primary focus on opportunities in government contracting and sub-contracting. Learn how PL 106-50 can benefit your business. Also learn how the Veterans Corporation can assist your business needs.

Workshop #6: Legal Issues That Face Business Owners

This workshop will address legal issues that are important to small business owners. Subject areas will include: structuring your business entity, planning for growth, protecting your rights in your product or

service, conducting business in more than one state, collecting from customers, and other general operational legal issues.

Workshop #7: Accounting & Recordkeeping for the Small Business

This workshop is for non-accountants to help understand financial statements: balance sheets, profit and loss statements, cash flow and general business records. A certified public accountant will show how to maintain records for your particular business needs. You will be taught how to apply for necessary licenses and tax identification numbers, maintain effective books for your business, and differentiate between independent contractors and employees.

Workshop #8: Local Resources That Can Assist You

There are free resources that are available to assist your business. Several of them will be on hand to describe their services.

**Do You Need Financing?
Bankers Will Be Available To Review Loan Applications
By Appointment Only**

For More information, Contact Leroy Harris Jr. or James Williams at the U.S. Small Business Administration:

Telephone: (804) 771-2400x123

E-MAIL leroy.harris@sba.gov

E-Mail: james.williams@sba.gov